

CITY OF DETROIT FISCAL 2000/01 BUDGET

AGENCY 70 CITY CLERK

MISSION

The City Clerk's Office is responsible for clerical support of the City Council including maintenance of Codes, Charters and Journals. Staff provides a citizen's information service concerning City government and administers a Citizens Radio Patrol Program.

DESCRIPTION

The City Clerk is the Chief Elections Officer of the City and shall keep the corporate seal of the City and all papers filed in or pertaining to the City Clerk's Office. When requested, the City Clerk shall certify, under the corporate seal, copies of all papers and records for the office. The City Clerk may administer oaths and take affidavits and has such other powers and duties as provided by law, the City Charter, or ordinance.

GOALS

1. Carry out the directions of the City Council as efficiently as possible.
2. Maintain the records of the City for citizens and other City departments.
3. Administer specific citizens information and communications programs.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL	
	<u>FUND</u>	<u>TOTAL</u>
EXPENDITURES	\$3,619,919	\$3,619,919
REVENUES	<u>0</u>	<u>0</u>
NET TAX COST	\$3,619,919	\$3,619,919
POSITIONS	30	30